

Section II: Functional Annexes

Purpose

This annex provides the concepts, organizations, and responsibilities to ensure a coordinated, orderly, and expeditious evacuation of all or any part of the population of Stillwater County if it is determined that such action is the most effective means available for protecting the population from the effects of a natural hazard, disaster, extreme emergency, or enemy attack. It is not intended to define or supplant Standard Operating Procedures (SOP) for any particular agency, but to provide a framework for operations in the event of mutual aid between agencies. Special emphasis is placed on the use of mitigation, phased planning, and public education to increase the safety of the citizens of Stillwater County.

Situation and Assumptions

1. Situation

- A. Residents of Stillwater County may be advised to evacuate due to various emergency conditions, including, but not limited to flood, earthquake, wildfire, and hazardous materials release.
- B. Specific risk areas for each type of disaster that have been identified are:
 - a. WILDFIRE:
 - b. SEVERE WEATHER:
 - c. FLOOD:
 - d. HAZARDOUS MATERIALS:
 - e. EARTHQUAKE:

2. Assumptions

- A. First Responders (fire, police, EMS, rescue) will usually be able to recognize a situation requiring an evacuation and would initiate initial evacuation recommendations and procedures.
- B. Most of the public will act in its own interest and evacuate dangerous areas either spontaneously or when advised to do so by local authorities.
- C. Some people will refuse to evacuate. (Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals.)
- D. While some disaster events are slow moving providing ample reaction time, the worst case assumption is that there will be little or no warning of the need to evacuate.
- E. The decision to evacuate could occur day or night, and there would be little control over the start time.
- F. Evacuees may have little preparation time and will require maximum support in reception areas, particularly in the areas of food, bedding, clothes, and medicine.
- G. Reception areas may not be fully set up to handle the evacuees.
- H. Most evacuees will use private transportation means. However, transportation may need to be provided for some evacuees.
- I. Due to constraints imposed by blocked evacuation routes, sheltering of a portion of the populace may be necessary until a safe evacuation can be accomplished.
- J. Highway and roadway evacuation capacities may be reduced significantly because of overload, accidents, stalled vehicles, and weather conditions.

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- K. Depending on the type of emergency and available response time, railroad lines may offer an alternative means of evacuation, particularly for persons without transportation means.
- L. Demand for resources may be critical.
- M. Enhanced public awareness via techniques such as citizen handouts, ad campaigns, evacuation routes and mapping information may be helpful.

Concept of Operations

1. General

There are two main types of protective action that can be taken to protect the public: Evacuation and Shelter-in-Place. A “precautionary evacuation”, before the public is at risk, is the primary and preferred protective action. Next in preference is the “response evacuation.” even if some exposure to risk of the evacuating public is possible. (This is a consideration particularly when extended sheltering would expose the affected public to more risk than a relatively rapid evacuation from the source or area of risk.)

Enhanced or expedient sheltering-in-place remains the secondary protective action option in emergencies, and will be accomplished when evacuation is undesirable or impracticable.

The establishment of access control by emergency first responders and law enforcement personnel is standard procedure to protect the public from a hazardous situation. Safety of emergency personnel is always a prime consideration as well.

Food, water, milk, livestock and feed control/health advisories or directives will be broadcast or published depending on the nature of an emergency.

Due to lack of facilities, pets are usually excluded from public shelters and mass care centers.

Area of Evacuation:

The Incident Commander should identify the area of evacuation. The evacuation boundaries should follow streets and established roadways. A map should be utilized and distributed to all officers and agencies involved. Maps need to be provided to law enforcement personnel.

In some situations, sheltering-in-place can be used to protect the public rather than to initiate an evacuation. Sheltering-in-place can be considered during the following circumstances:

- The hazardous material has been identified as having a low or moderate level of health risk.
- The material has been released from its container and is now dissipating.
- Leaks can be controlled rapidly and before evacuation can be completed.
- Exposure to the product is expected to be short-term and of low health risk.
- Staying indoors can adequately protect the public.

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For sheltering in place, instructions should be provided to the affected public regarding the need to stay indoors and the protective measures such as shutting doors and windows and turning off air conditioning systems.

Levels of Evacuation:

There are three levels of evacuation that require different resource commitments. They include:

- A. **Site Evacuation:** Site evacuation involves a small number of citizens. This typically includes workers at a site and nearby homes. Evacuation holding times are typically short, generally less than an hour or two, and citizens are permitted to return to their businesses or homes.
- B. **Intermediate Level Evacuation:** The Intermediate Level involves larger numbers of citizens and /or affects a larger area. This level affects off-site homes and businesses and normally affects fewer than 50 persons. Persons may remain out of the area for two to four hours or more. Evacuation completion times will be somewhat longer but generally rapid. Collecting, documenting, and controlling the evacuees becomes more difficult. Off-site collection sites or shelter areas will need to be determined and managed. Some evacuees will leave the area on their own or be sent home by employers. Site perimeters become larger and perimeter security requires more resources. Close coordination with law enforcement and other agencies will be required. The Emergency Operations Center (EOC) may be opened to help coordinate activities and provide support.
- C. **Large-Scale Evacuation:** A Large-Scale disaster or release of a hazardous substance may cause a large off-site evacuation. Whole communities could be evacuated. Rapid initiation of the evacuation process may be required. Evacuees may be out of their homes and businesses for many hours, if not days. Evacuation completion time frames will be extended. Evacuation shelters will need to be located, opened, and managed. Documentation and tracking of evacuees becomes more important as well as more difficult. Very close coordination with law enforcement and other agencies will be required. Site and evacuation perimeters become extended and require much more resources to maintain. Security of the evacuated area is always a concern. In most cases, the EOC will be opened to support the evacuation and site operations.

Note: There are no precise parameters differentiating one level of evacuation from another. The Incident Commander must implement a Command Organization that meets the needs of each particular incident.

Duration of Evacuation:

The evacuation should be sustained as long as the risk continues in the evacuated area. Caution should be taken when deciding to allow residents to return to the homes to ensure that the situation is truly under control. Re-evacuating is difficult to complete, as many residents will not want to go a second time. It can also be extremely hazardous. Evacuees must be updated with information as soon as possible and periodically throughout the incident.

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Shelter Sites:

When developing the evacuation plan shelter sites must be identified early. Site selection must occur at the time the evacuation is ordered or very soon afterward. Command may need to send personnel to initially open shelters until other agencies are in-place. (See Mass care and Sheltering Annex)

Movement:

- A. It is anticipated that the primary evacuation mode will be private vehicles. Actual evacuation movement efforts will be conducted by the law enforcement agencies involved.
- B. Evacuation routes will be selected by the Incident Commander (or Planning Section if activated) at the time of the evacuation decision. Movement instructions will be part of the warning and subsequent public information releases.
- C. If at all possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles.
- D. Law enforcement will coordinate the use of wrecker services need to clear disabled vehicles.
- E. Traffic control devices such as signs and barricades will be provided by the Logistics Section.
- F. When transportation resources are used, the Logistic Section shall maintain a Vehicle/Equipment Record Form for each vehicle used.

2. Direction and Control

- See Annex A in Section II: Functional Annexes.
- Protective action decision making and implementation will be accomplished using the Incident Command System. Decisions will be made based on the scope and “pace” of the incident.
- The Incident Commander (IC) is the overall authority for the evacuation effort. All activities will be coordinated through the EOC.
- Regardless of which agency is IC, the Senior Law Enforcement Official having jurisdiction provides primary coordination of on-scene, large scale evacuations (Operations). The Operations Section will also arrange for the security of evacuated areas to prevent looting.
- In the event of a major evacuation in response to an incident under the overall command of non-law enforcement agency (e.g. fire/hazmat), unified command between that agency and local law enforcement should be considered to facilitate coordination of evacuation operations.
- Upon activation of the EOC for larger-scale emergencies, all emergency transportation resources will be coordinated from that facility by the Transportation Coordinator.
- The EOC should be informed of the number of evacuees to assist the Red Cross in providing shelter.

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3. Phase of Management

Mitigation Phase Actions:

- Identify areas potentially in need of evacuation (i.e. flood plains, areas near hazardous materials, plume zone for fixed hazmat facility, etc.)
- Discourage development in hazard zones, particularly residential development in flood plains, unless prescribed protections are constructed.
- Develop a public information program to increase citizen awareness of reasons for possible evacuation, routes to travel, availability of transportation, reception locations, appropriate food, and clothing and other essential items to pack when evacuating, etc.
- Provide training to personnel on the Incident Command System and evacuation procedures, including working as a member of an evacuation team.
- Develop and maintain standard operating procedures to include a recall roster for essential and /or off-duty personnel.
- Develop and maintain standard operating procedures to include an evacuation notification roster for the Commissioners and department heads.
- Participate in evacuation training exercises.
- Identify population groups who may require special assistance during evacuation.
- Coordinate emergency preparedness planning activities and training.
- Identify traffic capacity estimates for potential evacuation routes.
- Identify potential mass care facilities and shelters.

Preparedness Phase Actions:

- Evaluate evacuation populations and resource requirements for areas surrounding potential high-risk facilities or areas.
- Identify special population groups needing special assistance during evacuation: senior citizens, handicapped, and other special needs populations.
- Evaluate and establish evacuation routes, identify congestion points, areas under construction and repair, etc.
- Identify, evaluate and develop shelter requirements and plans based on known hazards; correct deficiencies as appropriate.

Response Phase Actions:

A. Size-up:

Law Enforcement and the fire department will probably be first on the scene. The fire chief, police chief, sheriff, or their designee may be required to determine if an area needs to be evacuated if there is time – if not, the first responder will have to make that decision and will take immediate steps to ensure the safety and well being of the public. Items to be considered for evacuation include:

- Identification of substance (if hazardous)
- Extent of the flood, spill, fire, or damage
- Weather conditions
- Area to be evacuated
- Evacuation routes, their capacities and susceptibilities to hazards
- The availability and readiness of shelters

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- Modes of transportation for evacuees and for those unable to provide their own.
- The location of special needs populations in the hazard area and whether evacuation could prove more hazardous to them than the initial hazard.

B. Implementation:

- Identify hazard areas and affected populations, including those area that may be impacted if the incident escalates or conditions change.
- Identify the instructions to be given to evacuees. Include specific information about the risk, the actions that they need to take, and the possible risk of non-compliance.
- Direct persons at risk to evacuate or to take shelter or remain inside, as appropriate to the emergency situation.
- Identify evacuation routes, their capacities, and vulnerability to the hazard. Designate rest areas along movement routes where evacuees can obtain fuel, water, medical aid, vehicle maintenance, information, and comfort facilities.
- Designate centrally located pickup points or bus routes for persons without private automobiles or other means of transportation.
- Establish traffic control points.
- Establish and maintain access control points.
- Establish reception centers where evacuees will be sent prior to moving to shelters or mass care shelters.
- Provide for the evacuation of the handicapped, elderly, and other special-needs groups.
- Provide evacuees with instructional materials showing evacuation routes, reception areas, parking facilities, lodging, food services, campgrounds for families evacuating in recreational vehicles, and medical treatment facilities, if such materials are available.
- Activate mass care shelters that can provide emergency sheltering and feeding of large numbers of evacuees and provide security for them.
- If shelter(s) cannot be set up immediately, in time to receive the evacuees, temporary reception centers or safe areas that provide some measure of protection must be identified.
- Set-up medical aid stations on evacuation routes, at temporary safe areas, and mass care shelters.
- Provide security to evacuated areas to prevent looting and other unauthorized actions. Security personnel must be dressed in appropriate protective gear.
- Leave people alone who refuse to follow evacuation instructions until all who are willing to leave have been provided for. Then, time permitting, attempt to persuade them to evacuate.
- If appropriate to the emergency situation, redirect fuel supplies for service stations along evacuation routes.
- Evacuate those persons initially sheltered to safer areas or mass care shelters as soon as it is prudent to do so.
- Provide food, water, milk, livestock feed control/health advisories or directives as appropriate.
- Communicate plans and procedures with all responders involved.
- Keep the public informed about emergency conditions, evacuation routes, destinations and other vital information.
- Monitor evacuation efforts and provide continuous direction to evacuation assistance

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personnel.

If time allows, the mayor or a county commissioner should be contacted to make the evacuation decision in conjunction with advice from the Incident Commander. Principal executive officers are authorized by state law (MCA 10-3-406) to order an evacuation after a disaster or emergency has been declared.

Recovery Phase:

- Initiate the return of all evacuees when it is safe to return to evacuated areas. The decision to return evacuees to their homes will be the sole responsibility of the Incident Commander when the EOC is not operating. If the EOC is operating, the decision to return evacuees will be made by the IC in conjunction with the EOC staff.
- The Planning Section will develop a return plan for evacuees.
- Reestablish traffic control points to facilitate a smooth return.
- Provide transportation for the return of the elderly, handicapped, and special needs groups.
- Ensure that transportation is available for those evacuees having no transportation of their own.
- Continue to provide food, water, milk, livestock feed control/health advisories as necessary.
- Continue public information activities.
- Maintain access control over areas unsafe for use.
- Reevaluate the status of evacuees who cannot be returned to their homes, and provide for their continued support.
- Establish Disaster Application Center, if appropriate.
- Participate in post-event debriefing to evaluate the evacuation process.

4. Operational Roles and Responsibilities

Command Staff:

The Incident Commander Shall:

- Decide which areas of the County should be evacuated and which reception area(s) should be used to receive and care for the evacuees; (if sheltering is needed, notify the local Red Cross immediately.)
- Ensure that an official evacuation order is drafted and signed for documentation purposes.
- Advise citizens to evacuate, when appropriate;
- Make available emergency public information and press releases to the media on what areas are being evacuated and what areas are being used as reception areas;
- Coordinate evacuation efforts with affected local governments as well as with the selected reception area governments;
- Direct the relocation of essential resources (personnel, equipment, supplies) to reception area(s);
- Establish a Disaster Application Center, as needed; and
- Provide reception centers with Liaison Officers to coordinate the needs of the evacuees.

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The Public Information Officer shall:

- Prepare public information releases for local EAS messages to advise residents of affected areas and actions to be taken. Such information and instructions will include evacuation routes, pick-up points for those without transportation, reception center locations, sheltering information, and other details related to the emergency.
- Coordinate with area news media for news releases.
- Establish a single phone number that should be released to the public for information.

Note: Some residents may try to re-enter a risk area before it is safe to do so. An aggressive Public Information campaign during the event will help to reduce the number of residents trying to re-enter the risk area by keeping them informed of the dangers and progress of emergency operations.

General Staff:

The Operations Section Shall:

- Organize an Evacuation Group under the Response Branch to coordinate and manage evacuation operations.
- Supervise personnel necessary to support evacuation, including mutual aid and Reserves or Search and Rescue.
- Relay strategic considerations, and develop tactics for evacuation operations.
- Implement evacuation plan.
- Establish and maintain control of outer perimeter, restrict access to those persons properly authorized and protected.
- Supervise and conduct mobile public address system and door-to-door alert and warning.
- Establish and maintain crowd and traffic control.
- Maintain clear evacuation routes.
- Request resources through Logistics Section (if activated).
- Designate neighborhood congregation points for evacuees who need transportation to reception areas or shelters. Notify Command of persons who need assistance in leaving their homes.
- Keep Command, Planning Section, and Public Information Officer apprised of activities.

The Planning Section Shall:

- Identify high hazard areas and number of potential evacuees to include the number of people requiring transportation to reception areas;
- With input from on-scene personnel, determine and mark evacuation routes, safety perimeters, transportation pick-up points, reception areas, and shelters on EOC maps. Long evacuation routes, such as might be experienced during a national security crisis, should also designate rest areas, facilities for vehicle fuel and maintenance, and information centers.
- Provide the above information to Public Information Officer, Operations Section, and assisting agencies, such as mutual aid cooperators and the Red Cross.
- Document and track resources assigned to the evacuation effort, including personnel, vehicles, and facilities.

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- Track and document progress of evacuation operations, provide contingency planning.

The Logistics Section shall:

- Coordinate all emergency transportation assets to include transportation for groups or individuals requiring assistance or special considerations to evacuate, such as the elderly, disabled, hospital patients, residents of nursing homes, and day cares.
- Coordinate the priority of use transportation assets with the Operations Section.
- Advise Command in the activation of appropriate shelter or reception facilities.
- Provide the PIO with location(s) where people are to go to await needed transportation to the evacuation area in order that the location(s) may be announced to the public;
- As requested, assist the Red Cross in movement of volunteers to reception areas and shelters. A facilities Unit Leader may be assigned to provide liaison and coordination between the EOC and the American Red Cross, Salvation Army and other service organizations for shelter/mass care operations;
- Procure additional personnel needed to support shelter operations. May include, but not limited to, shelter security, Facilities Unit Leader, Ground Support Unit Leader, etc. Provide transportation for essential workers as necessary.
- Coordinate with the School District Superintendents, pastors of churches, and managers/owners of private buildings that are to be used as lodging and/or feeding facilities, to acquire their permission and to have the facility open to receive evacuees;
- Coordinate special requirements for unaccompanied children, the aged, handicapped, and others requiring evacuees;
- Facilitate procurement of additional barricades, signs, etc.

The Finance Section shall:

- Support other Sections as requested;
- Document fiscal resources dedicated to the evacuation effort;
- Provide information on the financial impact of the planning process;
- Manage government disaster assistance programs.

VOAD Organizations (ARC, Salvation Army, etc)

Mitigation:

- Identify potential shelter and feeding sites and develop procedures for activating and operating shelters for use in mass evacuations, including establishing written agreements with schools, community centers, and churches.
- Coordinate planning activities with Local Emergency Management Offices.
- Provide training to personnel on disaster response and shelter management procedures.
- Participate in training exercises conducted by the county's Emergency Management Office.

Response:

- Provides a representative to the EOC to coordinate VOAD operations.
- Activates sheltering and feeding operations as required.
- Compiles records of evacuees in their facilities and provides a list to the EOC at the earliest

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possible time.

- Coordinates with the Logistics Section and other disaster relief agencies for the procurement of food and other supplies for the evacuees, as necessary.
- Coordination of special care requirements for unaccompanied children, the aged, the handicapped and other requiring special considerations.
- Compiles list of missing persons reported by evacuees in their facilities and provides list to the EOC at the earliest possible time. For extended disasters, provides periodic updates, as the situation warrants.

Chief Elected Officials

- Declare an emergency and/or a disaster with up to a 2-mill levy, if appropriate. Separate declarations are required for each affected jurisdiction (County, Columbus). A disaster declaration will allow a request to the MTDES for assistance.

Coroner's Office:

- The County Coroner's Office is the lead agency for the collection, storage, and disposition of all human remains and their personal effects.

DES Coordinator (DESC)

- Manage the EOC, advise the CEO's of response actions, and support field operations.
- Provide public information if the PIO is not available.
- Ensure that damage assessments and major events are being recorded.
- Hold periodic briefings when necessary for the EOC staff to exchange information.
- Acts as liaison with MTDES.

Public Health:

- Provides advice to the EOC staff on protective action decisions.
- Develops food, water, and other health advisories, as needed.

Public Works:

- Provides advice on road conditions and recommend routes to be used for evacuation.
- Marks evacuation routes, positions barricades and other control devices along evacuation routes, and provides personnel to relocate essential resources (i.e., personnel, critical supplies and equipment) to shelter/reception areas and evacuation routes.
- Provides debris removal and disposal for locally maintained roads and bridges and repair damage, as necessary.

Transportation Coordinator:

A transportation coordinator should be established in the EOC under either the Ground Support Unit (Logistics) or under the Evacuation Group (Operations) depending on availability of personnel. Ambulances and other transport vehicles and buses should be staged in the event that a citizen may need transportation to a shelter or other location. Non-ambulatory people must be located and information provided to the Transportation Coordinator so that they are not overlooked in the evacuation.

Transportation Coordinator Responsibilities

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- Responsible for identifying and assigning emergency transportation to the requesting organizations, or emergency services coordinators, and dispatching these vehicles to work sites or staging areas to provide the emergency transportation as requested.
- (See Bus Resource List)
- Schedule and manage the use of vehicles provided from all sources along with qualified driver for the equipment.
- Coordinate with the evacuation group to establish pickup points in the area for citizens needing transportation and advise the PIO who will notify the public.
- Assist the Evacuation Group in planning the scheduled evacuation of hospitals and nursing homes in the event of a threat to these institutions.
- Assist the Logistics Section with vehicle and driver requirements during any emergency.
- Work with the Ground Support Unit to provide maintenance service and fuel to all equipment used to support emergency operations.
- Keep records of equipment use, man-hours, and associated costs. Provide this data to the Finance Section during and after the disaster.

5. Authorities and Limitations

- A. The Incident Commander (IC) has full authority and responsibility to implement and coordinate all small-scale evacuations, sheltering and access control, and exercise on-scene control.
- B. MCA 10-3-104 and 10-3-406 give the Governor and local chief elected officials the authority to “direct and compel the evacuation of all or part of the population from an emergency or disaster area....when necessary for the preservation of life or other disaster mitigation, response, or recovery,” and to “control the ingress and egress to and from an emergency of disaster area, the movement of persons within the area, and the occupancy of premises therein.”
- C. Law Enforcement has the authority to order evacuations and close roads in emergent circumstances.
- D. The County has the authority to close roads, and to restrict access to and from all areas of the County.
- E. Law Enforcement had the authority to remove stalled and parked vehicles, which impede the flow of traffic.
- F. Traffic flow direction may be altered, reversed, etc., at the direction of the Incident Commander. (Incident managers will coordinate changes in traffic flow with the County Sheriff's Office, the Montana Highway Patrol, and the MTDOT.)
- G. The Commissioners have the authority to declare a State of Emergency within their jurisdictions and the responsibility to request a state or federal declaration if appropriate. Requests for State or Federal assistance must go through the DESC.
- H. Commissioners have the authority to enter into mutual aid agreements between their jurisdictions and other jurisdictions.

6. Warning and Notification

- A. See Annex C in Section II: Functional Annexes.
- B. The DES Coordinator will normally advise the public, through the PIO, to evacuate a hazard area.
- C. In situations where rapid evacuation is critical to the continued health and safety of the

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population, the on-scene senior official may advise the public in the immediate vicinity to evacuate.

- D. In the case of hazardous material spills, or fire, the evacuation recommendation will be made by the senior fire official.
- E. During floods, evacuation notice will generally be initiated after evaluation and recommendation of the Incident Commander.
- F. In the event of a CBRNE incident, the extent of the evacuation area will be based on the recommendation of the Unified Command and EOC staff.
- G. The immediate danger of a hazardous material spill, wildfire, flood or other incident requires that the public be warned of the danger as quickly as possible.
 - 1) **Pre-evacuation Warning:** On slow-moving events, pre-evacuation notice should be given to affected residents if it appears that conditions may warrant such action. Residents should be given warning that they may have to move out upon 30 minute notice. Consideration must be given to hospitals, nursing homes, elderly, handicapped, schools, licensed day care centers, and large gatherings.
 - 2) **Evacuation Warning:** All warning modes will be utilized to direct the affected population to evacuate. Wherever possible, the warning should be given on a direct basis as well as through the media. The use of law enforcement and fire emergency vehicles moving through the affected area with sirens and public address is usually effective. However, if used, this procedure should be communicated to the public in advance so as to preclude public confusion concerning the use of these vehicles.
 - 3) **Door-to-door** notification should be considered, particularly in sparsely populated areas. Residential and health care institutions will be notified directly by the EOC or on-scene authorities. Law enforcement personnel, if available, will sweep the evacuated area to ensure all persons have been advised and have responded. Persons who refuse to follow evacuation instructions will be left alone until all who are willing to leave have been provided for; then, time permitting, further efforts will be made to persuade those who chose not to evacuate.
- H. The DESC or his deputy will activate the EAS by contacting the NWS (#) to initiate a public broadcast message.
- I. If communications are down, most logical source of communications will be the local ARES organization, which is able to provide portable and self-sustained Ham radio communication that can link critical sites such as the EOC, shelters, hospitals, and others that may be needed.

7. Public Information

Providing Information to the Public

- A. See Annex D in section II: Functional Annexes
- B. The EOC will be responsible for all emergency public education and information.
- C. Once appointed, the Public Information Officer (PIO) will be responsible for public coordination and dissemination during the emergency and will clear all press releases through the Incident Commander or DESC. All approved press releases will be logged and a copy saved for the disaster records.
- D. During the event, the PIO, in conjunction with the IC, will continue to provide pertinent

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information over radio and TV. The public will be reminded to remain calm, stay tuned for more information, and to follow instructions of emergency management personnel. Such instructions may include guidelines for returning to homes, shelter accommodations, sanitation, and where and how to report damages.

- E. The normal alert and warning systems may be down or limited following a major disaster. It may be necessary to augment these systems with mobile public address systems, door-to-door contact, and posting notices on bulletin boards in designated public gathering places such as shelters.
- F. The PIO may also participate in a Joint Information Center (JIC), staffed by PIOs from various jurisdictions, to address the media with a single, coordinated voice.

Receiving Information from the Public

Providing adequate communications means to receive information from the public, such damage reports, sanitation problems, health issues, offers for donated goods, and other public safety-related problems, is the responsibility of the Communications Unit Leader and the PIO. This will probably be done by staffing public information lines and publishing the telephone numbers through local media. The County Website may also be used. The PIO must ensure the information received is communicated to the appropriate EOC section to deal with it.

8. Considerations and Implementation Responsibilities

▪ Access Control:

In an evacuation, the problems of access control and area security become extremely important. Law enforcement agencies will establish a perimeter control to provide security and protection of property left behind.

▪ Evacuation of Animals:

Some people may refuse to evacuate simply because they cannot take their animals/pets with them. As mentioned earlier, time and resources shall not be wasted in attempts to arrest or convince persons who refuse to evacuate. However, if available, representatives from the County Extension office should report to the Evacuation Group in the EOC to provide guidance and coordination for protective actions concerning animals. Depending on time and available resources, some possible actions may include:

- Making an initial estimate of the numbers and types of animals that may be need to be evacuated.
- Arranging travel routes and scheduling the timing for evacuation of pets, farm animals, animals in kennels, veterinary hospitals, animal shelters, etc from the risk area.
- Mobilizing transportation vehicles (stock trailers, trucks equipped with animal cages, etc.) that may be used to evacuate the animals.
- Dispatching search and rescue teams to look for animals left behind by their owners, stray animals, and others needing transportation to a safe location.
- Locating and establishing shelter/storage facilities for evacuated and stray animals (e.g. Humane Society, Fairgrounds, outlying farms/ranches, etc.).

▪ Re-Entry:

Reoccupation of an evacuated area requires the same consideration, coordination, and control of the actions undertaken in the original evacuation. The re-entry decision and order will be made by

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the Incident Commander after the threat has passed and the evacuated area has been inspected by fire, law enforcement, and public works personnel for safety. Some specific re-entry considerations are:

- Ensure that the threat which caused the evacuation is over;
- Ensure that homes have been inspected to determine if they are safe to re-occupy;
- Determine the number of persons in shelters who will have to be transported back to their homes;
- If homes have been damaged, determine the long-term housing requirements;
- Coordinate traffic control and movement back to the area; and
- Inform the public, through the PIO, of proper re-entry actions, particularly precautions they should take with regard to reactivating utilities. In addition, issue proper cleanup instructions, if necessary.
- Persons who enter into an evacuated or restricted area in violation of an evacuation order may be arrested for Failure to Obey a Police Officer.

- **Refusal to Leave:**

Some citizens may refuse to leave.

- Ask for next of kin and a phone number.
- Write the next of kin information down.
- Refusals should be noted and reported to the Evacuation Officer by radio.

Evacuations follow somewhat of a triage philosophy. We will evacuate the greatest number for the greatest benefit. Individual refusals will be left to fend for themselves. There simply may be not enough time or resources to initiate forced removal of persons from their homes. However, documentation of the refusal should be done. Use the Evacuation Contact Form to write the address down (or if radio traffic permits, radio the address to the evacuation group).

- **Shelter and Family Referral Services: *American Red Cross***

Roughly 20% of the population at risk will require shelter in a mass care facility. Many evacuees will seek shelter with relatives, friends, or motels rather than use government provided mass care facilities.

The American Red Cross, (#), would be in charge of hosting evacuees. An ARC liaison officer should be in the EOC to coordinate the shelter program with the DES Coordinator.

The Salvation Army may also be requested to provide shelters and mass feeding. Army operations will be coordinated through the EOC and Red Cross to prevent duplication of effort. Call (#) (See Mass Care Annex)

The DES Coordinator will brief the ARC on the number of evacuees, the number of vehicles involved in the evacuation and the destination. The ARC will work with its chapter in the host area to establish a reception point(s) and family message center to answer inquiries about the safety of family and friends.

The DES Coordinator will remain in contact with the host area to resolve any problems that might arise.

The number of people involved in an evacuation may be determined by the 2010 census enumeration district maps available in the planning office if time allows.

Section II: Functional Annexes

▪ **Special Needs Populations**

Provisions, to the extent possible, will be made for providing the elderly, persons with motility impairments, the handicapped, and hospital/nursing/group home patients proper transportation methods, medical assistance, and other related support during emergency situations. These special needs groups present unique concerns because they are difficult to identify and evacuate. EAS message should address this by asking neighbors, families, or friends, to evacuate those who they know need help or to call local law enforcement or the EOC for assistance. The Transportation Coordinator will assist in procurement of transportation resources for assisting those who cannot transport themselves for any reason.

Stillwater Community Hospital would need ambulances for an average of ____ bedridden patients. The remaining patient load (less than 25) would be ambulatory and could be moved with staff vehicles or buses.

Beartooth Manor Nursing Home would typically have ____ patients needing to be moved by ambulance. The rest could be moved by bus. (See Bus Resource List) They would need transportation for an average of ____ patients who are confined to their beds. The remainder could travel by bus. Backboards could be used on top of bus seats to expedite the transportation of patients when enough vans or ambulances are not available. Backboards are available from all Ambulance and Fire agencies in the county and Stillwater Community Hospital.

Vehicles may also be available from the local funeral home, but they will have limited capacity.

Smith Funeral Chapel: 628-6858

More about Special Needs can be found in Section II. Functional Annexes -Special Needs

9. Administration and Logistics

▪ **Records and Reports.**

During emergency operations, efforts will be made to document each transaction so that records can be reconstructed and claims properly verified after the emergency period has passed (Finance Section).

The Documentation Unit (Planning Section) will maintain in chronological order a listing of all public evacuated should be kept as well as the number of and information on evacuees in mass care facilities/shelters.

To the extent consistent with law, no administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, and significant property damage.